

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130056-2

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OL/LSD 4	
1. TITLE OF REPORT (if a fill-in report include Form No.)						2. TYPE OF REPORT	
LSD/BSB Imprest Fund						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
<input checked="" type="checkbox"/>		LOGISTICS		<input type="checkbox"/>		OTHER (specify)	
		MEDICAL		<input checked="" type="checkbox"/>		FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies) B&F; Finance; LSD; BSB.			
Six		Monthly					
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
#282		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> 25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
LSD/BSB				Form 2773a Form 1159			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS 9-4	5.23		1/2		2.62		12 31.44
GS 4-1	2.81		1/2		1.40		12 16.80
B. COSTS OF COMPUTER PRODUCED REPORTS							
✓ TOTAL COSTS PER YEAR						\$48.24	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Development of sagacious and prudent reporting designed to support and further expand sound management of Division and overall Logistics affairs in the accounting of funds.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	
						MAN-HOURS ---	
						DOLLARS 25X1	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130056-2 Reports Officer, LSD/OL				<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>	